



**DEPARTMENT OF THE ARMY  
HEADQUARTERS  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
FORT LEONARD WOOD, MISSOURI 65473-5000**

FLW Regulation  
No 525-3

18 April 2008

Installation  
COMMAND REPORTING

History. This publication has major revisions.

Summary. This regulation sets policies and procedures for reporting commander's critical information requirement (CCIR), operations report (OPREP) and serious incident report (SIR). Timely and accurate OPREPs through the chain of command to Fort Leonard Wood (FLW) Emergency Operations Center (EOC) are necessary to keep Army leadership and support agencies informed. Immediate input is required to keep the commander informed and permit the staff to coordinate follow-up inquiries with higher headquarters.

Applicability. This regulation applies to all U.S. Army Training and Doctrine Command (TRADOC), Installation Management Command (IMCOM), U.S. Army Forces Command (FORSCOM), 1st U.S. Army, Interservice Training Review Organizations, and tenant units on Fort Leonard Wood, Missouri.

Proponent and exception authority. The proponent of this regulation is the Directorate of Plans, Training, Mobilization, and Security (DPTMS).

Supplementation. Prohibited without prior approval by Headquarters, United States Army Maneuver Support Center and Fort Leonard Wood (MANSCEN&FLW).

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MANSCEN&FLW, ATTN: IMNW-LNW-PLOE, Fort Leonard Wood, Missouri 65473.

Distribution: Electronic medium only and posted on the FLW Web site.

FOR THE COMMANDER:



JESSE FRENCH  
Adjutant General

DANIEL G. GREY  
COL, GS  
Chief of Staff

	Contents	Para	Page
<b>Chapter 1:</b>	<b>INTRODUCTION</b>		
	Purpose	1-1	4
	References	1-2	4
	Explanation of Abbreviations	1-3	4
	Responsibilities	1-4	4
<b>Chapter 2:</b>	<b>GENERAL</b>		
	Policies	2-1	4
	Procedures	2-2	4
	Operations Report (OPREP)	2-3	4
	Suspicious Activity Report (SAR)	2-4	5

\*This regulation supersedes FLW Reg 525-3, 31 July 2006.

	<b>Contents</b>	<b>Para</b>	<b>Page</b>
<b>Chapter 2 (cont.)</b>	Serious Incident Report (SIR)	2-5	5
	U.S. Army Combined Arms Command (CAC), TRADOC, and FORSCOM CCIR	2-6	5
	IMCOM CCIR	2-7	5
	1st Army CCIR	2-8	5
	MANSCEN&FLW CCIR	2-9	6
<b>Chapter 3:</b>	<b>COMMAND AND SIGNAL</b>		
	CAC	3-1	6
	TRADOC	3-2	6
	FORSCOM	3-3	6
	IMCOM	3-4	6
	MANSCEN&FLW	3-5	6
	1st Army	3-6	6
<b>Appendix A</b>	<b>References</b>		7
<b>Appendix B</b>	<b>CAC, TRADOC, and FORSCOM OPREP Criteria</b>		8
<b>Appendix C</b>	<b>TRADOC Suspicious Activity Report (SAR)</b>		11
<b>Appendix D</b>	<b>IMCOM SIR Criteria and Requirements</b>		13
<b>Appendix E</b>	<b>1st Army Report Criteria</b>		14
<b>Appendix F</b>	<b>MANSCEN&amp;FLW CCIR (Category 4)</b>		15
<b>Appendix G</b>	<b>Serious Incident Report (SIR) Categories</b>		16
<b>Glossary</b>			18

# *Summary of Changes*

*To*  
*FLW REG 525-3 Command Reporting*

FLW Reg 525-3 has undergone major revisions. The revised regulation includes the updated guidance from TRADOC Reg 1-8, 31 January 2008; IMCOM Reg 190-1, 30 April 2007; and MANSCEN&FLW CCIR. It also includes updated references and command guidance.



## Chapter 1 Introduction

### 1-1. Purpose

This regulation provides procedures for preparing OPREPs, CCIRs, and SIRs within or near Fort Leonard. These procedures do not eliminate the requirement for submission of other reporting agencies/unit requirements, such as the Maneuver Support Center Safety Office (MSO), the Staff Judge Advocate (SJA), line of duty investigations, etc. Criteria in this regulation may require reports through multiple command channels.

### 1-2. References

Required and related publications and references are listed in Appendix A.

### 1-3. Explanation of abbreviations

Abbreviations are explained in the glossary.

### 1-4. Responsibilities

#### a. Reporting Units will—

(1) Report the incident to the FLW EOC telephonically upon discovery or notification of the event.

(2) Will prepare and forward an initial OPREP message, using the format on the FLW EOC Web site at <https://flw-intranet.wood.army.mil/cop>. Include all available information. **NOTE: Forward initial OPREP message within 4 hours of initial notification of the incident to <leon.dptmreoc@conus.army.mil>.**

(3) Prepare and submit the OPREP through their chain of command to the FLW EOC via e-mail [leon.dptmreoc@conus.army.mil](mailto:leon.dptmreoc@conus.army.mil) or through the Secret Internet Protocol Router Network (SIPRNET) to [flw.eoc@conus.army.mil](mailto:flw.eoc@conus.army.mil) as required.

#### b. FLW EOC will—

(1) Notify the appropriate major command (MACOM).

(2) Distribute reports sent to higher to: All General Officers (GOs); Maneuver Support Center (MANSCEN) Command Sergeant Major; Garrison Commander; Staff Judge Advocate; Cdr, Medical Department Activity (MEDDAC); Cdr, Dental Activity (DENTAC); Provost Marshal; Directorate of Human Resources; MSO; Office of Intelligence and Security; MANSCEN G-3; Public Affairs Office; reporting unit (brigade/directorate) and FLW EOC.

## Chapter 2 General

### 2-1. Policies

All OPREPs will follow the guidelines in TRADOC Reg 1-8 and IMCOM Reg 190-1.

### 2-2. Procedures

a. Immediate reports through the chain of command to the responsible reporting agencies listed in this regulation are necessary to ensure installation leadership, support agencies, and higher headquarters are informed of critical or sensitive events before the event makes the news.

Timeliness takes precedence over completeness for the initial report.

b. Events and critical information defined in this regulation are reportable. (See Appendix B for the CAC, TRADOC, and FORSCOM OPREP criteria; Appendix C for TRADOC's SAR requirements and guidelines; Appendix D for IMCOM SIR criteria and requirements; Appendix E for 1st Army's report criteria; Appendix F for MANSCEN&FLW CCIR; and Appendix G for SIR categories [CATs]).

c. CAT 1 and 2 of AR 190-45 listed in Appendix B are not all inclusive. Commanding General (CG), MANSCEN&FLW, has added CCIR CAT 4 (see Appendix F). Commanders should report any incident that might concern the installation or higher commands, regardless of whether it is specifically listed herein. In determining whether an event/incident is of command concern, the following factors should be considered: its severity, the potential for publicity, and the potential consequences of the event/incident. In case of doubt, report it.

d. Many incidents are not covered under AR 190-45 but are still reportable to higher headquarters as an OPREP.

e. Prepare OPREP's within 4 hours after the units are made aware of the event. Units are required to submit a report if the event corresponds with the listed SIR CATs in Appendix F or MACOM-specific requirements see appendixes B, C or D.

f. Frequently units will identify corresponding requirements between OPREPs and SIR CATs and must report each as a separate requirement.

g. All OPREPs will be sent as "For Official Use Only" (FOUO). Data sent as FOUO will at a minimum be digitally signed using a common access card/personnel identification key (PIK). In addition, installations will use their Role Based Certificate account to help reduce proliferation.

### 2-3. Operations Report (OPREP)

a. The Privacy Act of 1974 (United States Code, title 5, section 552a) applies to OPREPs. Dissemination and use of OPREPs will be restricted to persons who need the reports to perform their official duties.

b. OPREP reportable CATs at Appendixes B, C, or D lists specific reportable events that require an OPREP. This list is not limited to other events that could be of interest to the command.

c. The OPREP format found at <https://flw-intranet.wood.army.mil/cop/sites/local/default.asp> (select Command Information Report and Blank OPREP) is used to report any significant incident involving any Service members, Family members, or Department of Defense (DOD)/Department of the Army (DA) civilians on FLW or in its area of responsibility.

d. The Directorate of Emergency Services (DES) is normally the first organization aware of an event that is reportable; however, the commandant, commander, director, or supervisor is still responsible for the timely preparation and submission the OPREP.

e. The FLW EOC can be reached 24 hours a day. Timeliness takes precedence over completeness for the initial report. In no instance will the time between notification at the installation level and notification of the FLW EOC exceed 2 hours.

f. Include information about all parties involved, date/time group, location, and a synopsis of the event. Specifically who, what, where, when, and how of the event should be the summary of the incident. Include the chain of command notifications.

g. The following special procedures apply for handling of sexual assault OPREPs.

(1) Duty Day:

(a) The unit will send the OPREP to FLW EOC without names. The OPREP will say "victim" and "subject" only.

(b) The EOC OPREP specialist or the EOC on-call person will call the Sexual Assault Response Coordinator (SARC), 596-0212 or cell phone (573) 433-9085 and request the name, rank, sex, grade, race, and unit.

(c) The EOC OPREP specialist or the EOC on-call person will then place this information on the OPREP.

(d) The OPREP with the names and information on it will be forwarded via the FLW EOC computer to MEDDAC and the SARC coordinator using the MEDDAC sexual assault distribution list under contacts.

(e) The MEDDAC sexual assault personnel and SARC will review the information and MEDDAC will place their statement on the MEDDAC portion of the OPREP form and send it back to the FLW EOC computer.

(f) The EOC OPREP specialist or the EOC on-call person will remove the names and replace with subject/victim and then forward the no-name OPREP to the Chief of Staff/the Garrison Commander for approval.

(g) After receiving approval the OPREP specialist or EOC on-call person will send the no-name OPREP to CAC, TRADOC, FORSCOM, and IMCOM as appropriate using the FLW EOC computer distribution lists.

(2) Nonduty Day:

(a) The unit will send the OPREP to FLW EOC without names. The OPREP will say "victim" and "subject" only.

(b) The duty office will call the EOC on-call person who will determine if the report needs to be worked immediately or can wait until the next duty day.

(c) If it needs to be worked during nonduty hours, the EOC on-call person will follow the duty day instructions.

h. Timeliness takes precedence over completeness for the initial report. Additional notification is dependent upon the situation as requested by the FLW EOC. Report any incident or accident that, in the commander's/supervisor's judgment, could fit in any of the reportable CATs. If in doubt, report it to the FLW EOC.

## 2-4. Suspicious Activity Report (SAR)

a. Submit spot reports (SPOTREPs) immediately. The reporting command will notify the FLW EOC by the fastest means available utilizing the SAR format in Appendix C.

b. Transmit SARs via secure communication means, such as the SIPRNET or secure telephone equipment (STE)/

secure telephone unit 3 (STUIII) telephones. Select the means of transmission by balancing efficiency, urgency, and security, based on the degree of threat to the installation.

c. Submit follow-up reports via the OPREP format until all open issues are resolved. Submit first follow-up report after immediate action is taken to deal with or mitigate the threat.

## 2-5. Serious Incident Report (SIR)

a. The DES is the SIR proponent and will prepare and transmit SIRs in accordance with AR 190-45. SIR reporting CATs are listed in Appendix G. Report format is at <https://flw-intranet.wood.army.mil/cop/sites/local/default.asp> (select Command Information Report and SIR CCIR FORMAT).

b. All commands are required to report actual or alleged SIR incidents to DES who will obtain approvals and then forward to the EOC for distribution.

c. Report CAT-1 SIRs telephonically immediately upon notification of the incident and follow up with a written report/electronic message within 12 hours. CAT-2 SIRs will be submitted by electronic message within 24 hours of notification of incident.

## 2-6. U.S. Combined Arms Command (CAC), TRADOC, and FORSCOM CCIR

a. The Chief of Staff will approve all CAC, TRADOC, and FORSCOM reports prior to submission.

b. CAC, TRADOC, and FORSCOM reporting requirement CATs are found at Appendixes B and C of this regulation.

c. Urgency and level of reporting of incidents will be based on adverse impacts, publicity, and likelihood of regional or national implications.

## 2-7. IMCOM CCIR

a. The Garrison Commander will approve all IMCOM reports prior to submission.

b. IMCOM reporting requirement CATs and the format are found at Appendix D of this regulation. IMCOM CAT 1 or CAT 3a incidents will be reported telephonically immediately upon notification of the incident and follow up with a written report/electronic message within 12 hours.

c. Urgency and level of reporting of incidents will be based on relevance to IMCOM responsibilities, adverse impacts, and likelihood of regional or national implications. When an incident such as those listed in the regulation occurs, contact IMCOM EOC in accordance with established guidelines at Appendix D.

## 2-8. 1st Army CCIR

a. 1st Army reports requirement CATs and the format are found at Appendix E of this regulation.

b. The Garrison Commander will approve all 1st Army reports prior to submission.

## 2-9. MANSCEN&FLW CCIR

a. The Chief of Staff will approve the CG's reports prior to submission to any MACOM.

b. The CG's reporting requirements are found at Appendix F.

### Chapter 3 Command and Signal

#### 3-1. CAC

Unclassified e-mail:	Leav-ftlvneoc@conus.army.mil
Classified e-mail:	LEAV_CGSC_GCCS@conus.army.smil.mil
Unclassified fax:	913-684-4677
Classified fax:	
Phone:	913-684-0051
Secure Phone:	913-684-0051

#### 3-2. TRADOC

Unclassified e-mail:	Monr.eocwatch@conus.army.mil
Classified e-mail:	Monr.eocwatch@conus..army.smil.mil
Unclassified fax:	757-788-2997
Classified fax:	757-788-3687
Phone:	757-788-2256
Secure Phone:	757-788-3687

#### 3-3. FORSCOM

Unclassified e-mail:	watchtea@forscom.army.mil
Classified e-mail:	focwatch@force1.army.smil.mil
Unclassified fax:	404-464-3686
Classified fax:	404-464-3686
Phone:	404-464-5222
Secure Phone:	404-464-5222

#### 3-4. IMCOM

d. Installation Management Command (IMCOM)	
Unclassified e-mail:	Sfim-op-eoc@samhouston.army.mil
Classified e-mail:	Swro.ima.opns@samhouston.army.smil.mil
Unclassified fax:	309-782-7566
Classified fax:	N/A
Phone:	Duty Day (0700-1700) 210-295-22971 Non- Duty Day: 210-392-5319
Secure Phone:	309-782-4062

#### 3-5. MANSCEN&FLW

Unclassified e-mail:	LEON.DPTMEOC@conus.army.mil
Classified e-mail:	Flw.eoc@conus.army.smil.mil
Unclassified fax:	573-563-4143
Classified fax:	573-563-4043
Phone:	573-563-4045
Secure Phone:	573-563-4045

## 3-6. 1st Army

Unclassified e-mail:	faocwatchteam@first.army.mil
Classified e-mail:	facowatchteam@first.army.smil.mil
Unclassified fax:	404 469-3406 DSN 797
Classified fax:	404 469-3166 DSN 797
Phone:	404 469-3280/3285 DSN 797
Secure Phone:	404 469-7459/3280 DSN 797

## **Appendix A REFERENCES**

### **Section I Required Publications**

- a. AR 40-5, Preventive Medicine, 25 May 2007 (Cited in Appendix B).
- b. AR 190-30, Military Police Investigations, 1 November 2005 (Cited in Appendix B and G).
- c. AR 190-45, Law Enforcement Reporting, 30 March 2007 (Cited in paragraphs 2-2c, 2-2d, 2-5a, Appendix B, and Appendix D).
- d. AR 190-53, Interception of Wire and Oral Communications for Law Enforcement Purposes, 3 November 1986 (Cited in Appendix B and Appendix G).
- e. AR 200-1, Environmental Protection and Enhancement, 13 December 2007 (Cited in Appendix B).
- f. AR 380-13, Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations (Cited in Appendix B and Appendix G).
- g. AR 381-10, U.S. Army Intelligence Activities, 3 May 2007 (Cited in Appendix G).
- h. AR 710-2, Supply Policy Below the National Level, 28 March 2008 (Cited in Appendix G).
- i. DA Pam 600-24, Suicide Prevention and Psychological Autopsy, 30 September 1988 (Cited in Appendix B).
- j. IMCOM Reg 190-1, United States Army Installation Management Command (IMCOM) Serious Incident Reports (SIR), 30 April 2007 (Cited in Summary of Changes and paragraph 2-1).
- k. TRADOC Reg 1-8, TRADOC Operations Reporting, 31 January 2008 (Cited in Summary of Changes and paragraph 2-1).
- l. TRADOC Reg 350-6, Enlisted Initial Entry Training (IET) Policies and Administration, 8 May 2007,

### **Section II Related Publications**

- a. AR 380-5, Department of the Army Information Security Program, September 2000.
- b. Memorandum, HQ, TRADOC, ATCS-EOC, 8 April 1997, subject: TRADOC Operations Reporting (OPREP).
- c. Memorandum, HQ, IMA, IMAH-OPD-O, 16 February 2006, subject: ACSIM Commanders Critical Information Requirement (CCIR) and Serious Incident Reports (SIR).



**Appendix B**  
**CAC, TRADOC, AND FORSCOM OPREP CRITERIA**

Use the OPREP for all significant incidents occurring on the installation and in its geographical area of responsibility as outlined in AR 190-45, table 1-1. When a Soldier is listed as a subject in an OPREP include whether the Soldier has deployed within the past year. At a minimum, commanders must report—

B-1. CAT-1 SIR. All reportable incidents in AR 190-45, paragraphs 8-2a through 8-2h, involving FLW personnel and assets are reportable.

B-2. CAT-2 SIR. The following incidents and TRADOC-specific incidents, to include accidents, incidents, or medical situations resulting in—

- a. Any death of a service member that occurs on or off an installation.
- b. The death of a Family member or DA civilian that occurs on the installation. The death of a Family member or DA civilian that occurs off an installation is reportable only when the death is suspected to be criminal in nature. When the cause of death is unknown, report it as "undetermined manner of death." The report should also include when the next of kin were notified and, in the case of vehicle accidents, whether or not seatbelts were used and if alcohol was involved.
- c. Serious injury or illness of a Soldier that creates a danger of loss of life, limb, or eyesight.
- d. Life-threatening injury or illness of a Family member.
- e. Significant environmental injury to Soldiers and Family members that could impact or potentially impact FLW missions (for example, heat stroke; rhabdomyolysis; carbon monoxide poisoning; hypothermia; frostbite; heat exhaustion; and communicable illnesses, such as influenza, hepatitis, and West Nile virus). Consult with the local medical treatment facility to determine the significance of these events. (See AR 40-5, paragraph 2-18d, for DOD-reportable medical events.)
- f. Communicable illnesses that exceed the expected baseline for those illnesses and unusual illnesses, such as avian influenza. Consult with the local medical treatment facility.
- g. Suicide (all overt acts of self-destructive behavior that result in death) or attempted suicide (all overt acts of self-destructive behavior that does not result in death) by a Soldier, Family member, or DA civilian occurring on the installation and suicide or attempted suicide by a Soldier occurring off an installation. If suicide or attempted suicide involves a Soldier attending initial entry training (IET) (basic combat training [BCT], advanced individual training [AIT], and one station unit training [OSUT]) then indicate IET status in the OPREP summary of incident section. (See DA Pam 600-24 for suicide prevention information.)
- h. Training use of riot control agent or chemical biological simulator release outside of established parameters.
- i. Any reportable incident or event involving Soldiers assigned or attached to the Warrior Transition Unit.

B-3. Aircraft accident or incident (Class A, B, and C only).

- a. Manned aircraft accidents or incidents. Any type of aircraft accident or incident that causes damage to aircraft or injury to personnel. Reporting requirements extend to tenant or transient aircraft from another Service or Army command (ACOM) using FLW facilities or land in the geographic area of responsibility.
- b. Unmanned aircraft accident or incidents. Any type of unmanned aerial vehicle accident or incident that causes damage to the vehicle or injury to personnel. Reporting requirements extend to tenant or transient aircraft from another service or ACOM using FLW facilities or land in the geographic area of responsibility.

B-4. Criminal activity.

- a. Serious crimes (for example, aggravated assault, sexual assault, kidnapping, larceny exceeding \$50,000, and murder or attempted murder committed by or against a Soldier, Family member, or DA civilian). When sexual assault victims elect the restricted reporting option, report only the following sections: the reporting individual's name (operations center watch officer, unit representative, etc.), date of initial report, installation name, and summary of incident. Write "Restricted Report/Sexual Assault" in the summary of incident section. All the other OPREP sections are to remain blank.
- b. Major fires, arson, and natural disasters resulting in death, serious injury, or property damage exceeding \$50,000.
- c. Racially or ethnically motivated criminal acts.

B-5. Property theft/loss.

- a. Property damage or loss of property or equipment exceeding \$50,000.
- b. Theft, suspected theft, loss, wrongful appropriation, or willful destruction of Government property (appropriated or nonappropriated funds [NAF]) valued at more than \$50,000.

c. Theft, suspected theft, loss or recovery of sensitive items, and the discovery of a loss of accountability (for example, night vision devices, classified material (excluding For Official Use Only [FOUO]) and controlled-cryptographic items).

d. Loss or theft of any chemical agent, research chemical agent, biological agent, or radioactive material.

B-6. Controlled substances. Wrongful possession, manufacturing, and distribution of narcotics, stimulants, depressants, hallucinogens, anabolic steroids, and chemicals used in the illicit production of controlled substances will be reported. (See AR 190-45, paragraph 8-3e, for the minimum reportable amounts.)

B-7. Arms, ammunition, and explosives (AA&E). Theft, suspected theft, loss, or recovery of weapons, explosives, and munitions in the types and quantities listed below:

a. Any missile, rocket, mine, artillery, or mortar rounds.

b. Any machine gun or automatic weapon.

c. Any fragmentation, concussion, high explosive grenade, or other type of simulator or device containing explosive materials, including artillery or ground burst simulators.

d. Any explosives, to include demolition explosives.

e. Any type of small arms ammunition (5.56mm, 7.62mm, or 9mm) in the amount of 200 rounds or greater.

f. Any amount of ammunition of any type greater than .50 caliber.

g. Any type of .50 caliber ammunition in the amount of 100 rounds or greater.

h. Any type of blank ammunition when the amount is equal to or greater than the issue amount in a wire-bound wooden box.

i. Additionally, report actual or attempted AA&E break-ins of arms rooms or storage areas, AA&E armed robbery or attempted armed robbery, any evidence of AA&E trafficking, and any incidents involving firearms that cause injury or death.

B-8. Command, control, communications, and computers (C4) outages/information systems intrusions/personally identifiable information (PII).

a. All significant, unplanned degradations of C4 assets occurring at the installation or in the Installation Operations Center (IOC). Significant degradation is defined as the loss of 50 percent or greater of a specific communications capability inhibiting the ability of the senior commander to exercise command and control longer than 2 hours.

b. Major installation power outages that impact operations and training.

c. Information system intrusions (both suspected and confirmed), to include incidents of hacking of Government Web sites.

d. Report all incidents of lost, stolen, or compromised PII in electronic or physical form. Current TRADOC guidance memorandum, subject: Reporting the Loss of Personally Identifiable Information provides detailed reporting procedures and is located on the Army Knowledge Online, TRADOC Deputy Chief of Staff, G-6 page titled "Command Guidance" at <<https://www.us.army.mil/suite/page/309>>.

B-9. Trainee abuse and drill sergeant misconduct.

a. Allegations of trainee abuse as defined in TRADOC Reg 350-6, paragraph 2-5 (any improper or unlawful physical, verbal, or sexual act against a trainee; does not include acts involving a trainee against trainee). However, if the credibility of the allegation can be quickly assessed (within 2 hours) and the command considers it not credible, an OPREP is not required. The noncredible allegation will be recorded and kept on file at the unit.

b. Allegations of drill sergeant misconduct not related to trainee abuse.

B-10. Bomb threats. Report any bomb threats at FLW.

B-11. Environmental accidents or incidents on FLW that result in—

a. Any release of a hazardous substance (to include fuel) resulting in injury, death, evacuation of facilities, or potential severe degradation of the environment. Examples include spills of petroleum, oil, and lubrication products into storm drains or waterways; release of substances such as chlorine gas and other hazardous substances in reportable quantities or greater as defined in federal, state, and local regulations; or when effects cause illness to the exposed individual(s).

b. Serious or catastrophic failure to an operating system at a facility, that has been licensed by a state or federal regulatory agency (for example, sewage treatment plant, drinking water treatment plant, hazardous waste treatment or storage facility, etc.). Particularly, if provisions in the permit/governing regulations require timely reporting to the regulatory agency with

oversight authority, and, it is reasonable to expect an enforcement action will follow. Notices of violations require coordination with Army legal counsel. (See AR 200-1, paragraph 2-3, for notices of violation.)

**B-12. Chemical or radiological event.**

a. A chemical or radiological event encompassing chemical surety or radiological material accidents, incidents, and other circumstances where there is a confirmed or potential release to the environment, exposure of personnel above established limits, threat to the security of chemical surety or radiological material, or any event of concern to the local commander or director of the chemical surety or radiological training facility that potentially impacts the mission.

b. Any potential chemical agent exposure resulting in greater than 10 percent depression of red blood cell cholinesterase through initial lab analysis.

**B-13. Threat or force protection. Report a change in threat or force protection condition.**

**B-14. Incidents/accidents involving international students and personnel assigned to FLW. Reportable incidents/accidents include absent without leave, disciplinary problems, any training accident, or any accident causing injury or death.**

**B-15. Child abuse and domestic violence.**

a. Actual or alleged child abuse that takes place within an Army organizational setting or facility (that is, a child development center, youth activities center, medical treatment facility, gymnasium, etc.) or an Army-sponsored or -sanctioned activity (that is, quarters-based Family child care home, youth sports, or recreation activities, field trips, etc.).

b. Incidents of actual or alleged child abuse occurring within the Family unit which involve the use of a weapon (such as a firearm, knife, or other devices, which may cause serious bodily injury) or where the victim suffers a broken limb, is sexually abused, choked, strangled, or is admitted to the hospital due to injuries incurred during the incident.

c. Any incident of domestic violence incidents (violence against a Family member or person residing in the home or quarters of a military sponsor or as otherwise defined by state law that involves the use of a weapon (such as a firearm, knife or similar instruments that may cause serious bodily injury) or that results in the victim being admitted to the hospital because of the injuries received, or when the victim is sexually abused, choked, or strangled. In cases of restricted reporting of domestic violence, only complete the following sections: reporting individual's name (operations center watch officer, unit representative, etc.), date of initial report, installation name, and summary of incident. Write "Restricted Report/Domestic Violence" in the summary of incident section. All the other OPREP sections are to remain blank.

**B-16. Army standards of conduct violations. Significant violations of Army Standards of conduct, to include bribery, conflict of interest, graft, or acceptance of gratuities.**

**B-17. Adverse publicity. Report any incident, event, or accident that may generate adverse publicity.**

**B-18. Prisoners or detainees. Incidents involving prisoners or detainees of Army confinement or correctional facilities on an installation with a TRADOC senior commander, to include escape from confinement or custody, disturbances which require the use of force, wounding, or serious injury to a prisoner, and all deaths.**

**B-19. Conversation monitoring and recording. Report any violation of Army policy as it pertains to monitoring and recording of conversations (see AR 190-30 and AR 190-53) or acquisition and storage of nonaffiliated U.S. person information (see AR 380-13).**

**Appendix C**  
**TRADOC SUSPICIOUS ACTIVITY REPORT (SAR)**

C-1. Criteria. The intent of the SAR is to ensure that the TRADOC leadership has a clear picture of the scale of these phenomena by capturing the information. The raw data information collected and reported on the SAR allows the intelligence community to analyze trends and provide actionable intelligence for commanders to use in decision making. Reportable suspicious incidents include, but are not limited to the following criteria:

a. Nonspecific threat. A nonspecific threat received by any means, which states a specific time, location, or area for an attack against U.S. forces, facilities, or missions. This includes, but is not limited to, any event or incident, or series of events or incidents, which in and of themselves may indicate the potential for a threat to U.S. forces, facilities, or mission, regardless of whether the threat posed is deliberately targeted or collateral (that is, demonstrations).

b. Surveillance. Any reported possible surveillance in which an attempt to record information or to use unusual means to monitor U.S. assets or activities is observed. Such attempts may include use of cameras (still or video), note taking, annotated maps or drawings, hand-drawn maps or diagrams, use of binoculars or other vision-enhancing devices, or any reports from host nation security forces of possible surveillance of U.S. assets.

c. Elicitation. Any attempt to obtain security related or military specific information by anyone who does not have the appropriate security clearance and the "need to know." Elicitation attempts may be made by mail, fax, telephone, computer, or in person.

d. Tests of security and intrusions (attempted or successful). Any attempt to measure security reaction times or strengths; any attempts to test or to penetrate physical security barriers or procedures; any attempts to acquire or duplicate uniforms, badges, passes, or other security related documents.

e. Repetitive activities. Any activity that meets one of the other criteria listed in this paragraph and has occurred two or more times in the same location by the same person and/or vehicle, within a 1 month period.

f. Suspicious activities/incidents. This CAT should only be used if the reportable information does not meet any of the above criteria. Any activity/incident that does not specifically fit into the aforementioned five CATs, yet is believed to represent a force protection threat should be reported under this CAT. Examples of this include: incidents resulting in the scrambling of homeland defense assets; thefts of material that could be used to manufacture false identification cards; and thefts of military uniforms which may be used to gain access to a military installation, vandalism, etc.

C-2. Format.

- a. SAR NUMBER: XX-001 (For example, the XX would be the last two numbers of the calendar year.)
- b. CLASSIFICATION: (U/FOUO/LES)
- c. REPORTING DATE/TIME: DD MMM YY/0000
- d. REPORTING UNIT/ORGANIZATION: (Unit/Organization/Activity and location)
- e. INCIDENT DATE/TIME: DD MMM YY/0000 (If unknown state "unknown.")
- f. INCIDENT TYPE: (nonspecific threat, surveillance, elicitation, tests of security and intrusions, repetitive activities, and suspicious activities/incidents)
- g. STATUS: (open/resolved; open/unresolved; closed/resolved; closed/unresolved.)
- h. SYNOPSIS: (One sentence description of the incident, for example, possible photograph of front entrance to Camp Gate, Fort Patton, VA.)
- i. FACTS OF INCIDENT: (Answer the questions who, what, when, where, why and how? For example, at 1300, 10 Sep 07, SMITH was conducting surveillance of the Camp Gate using binoculars and a video camera. SMITH was apprehended by the MPs and interviewed. SMITH stated the video was to be used for plotting an attack against Fort Patton.)
- j. PERSON(S) BRIEFED: (For example, Garrison Commander, COL XXXX on DD MMM YY)
- k. ACTION(S): (For example, incident was reported to local police, Criminal Investigation Division (CID) or Military Intelligence (MI) and they have taken the lead in the investigation; or the above information was passed on to [provide the name] and they have taken the lead for investigative action.)
- l. FOLLOW-UP:
- m. PERSON(S)/AGENCIES INVOLVED: (For example, witness, antiterrorism officer, MI, CID, provost marshal office, local law enforcement, etc.)
- n. REPORT RECEIVED BY: (Name and position of individual initiating the report.)

**Appendix D**  
**IMCOM SIR CRITERIA AND REQUIREMENTS**

D-1. IMCOM CAT-1 and CAT-2 SIR. The criteria for IMCOM CAT-1 and CAT-2 SIRs are outlined in AR 190-45.

D-2. IMCOM CAT-3 SIR.

a. The following are IMCOM CAT-3a SIRs and require immediate telephonic notification by the Garrison Commander (24/7) to the Region Director with an e-mail follow-up to IMCOM EOC Operations within 12 hours.

- (1) Death or serious injury to any IMCOM senior leader (GO, Senior Executive Service, Garrison Commander).
- (2) An environmental incident or action (Regulator/Environmental Protection Agency) that has shutdown operations or training at an installation (such as a major spill, range fire, administrative order that would stop operations, and an environmental incident requiring immediate notification to any DOD or external agency).
- (3) Disasters or crisis resulting in significant disruption to installation operations including electrical outage, loss in water, sewage, heating, cooling, training support, quality of life (QOL), and damage/destruction to any flag/GO quarters related to the above.
- (4) Serious incident/misconduct involving a senior IMCOM leader (Master Sergeant [MSG] or GS-13 and above).
- (5) Any major breach of security.
- (6) Potentially adverse public affairs issues which may discredit the Army, IMCOM, or its members.
- (7) Any change in force protection baseline.
- (8) Negative communications with or regarding a flag/GO.
- (9) The following will be reported as it relates to medical hold/medical holdover Soldiers:
  - (a) Any congressional inquiries/visits.
  - (b) Any public affairs issues (positive or negative).
  - (c) Any facility that presents a life, health, or safety issue where the medical hold/medical holdover Soldiers reside.
  - (d) Any other incident the commander determines to be of immediate concern to the IMCOM leadership based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

b. The following are IMCOM CAT-3b SIRs. Telephonic notification is optional, but an e-mail to IMCOM OPS is required within 24 hours.

- (1) Other death or serious injury to any IMCOM Soldier, DA civilian, or full-time contract employee not covered in CAT 3a.
- (2) Any incident which impacts the Garrison mission requiring a SIR.
- (3) Senior IMCOM leader out of communications or temporarily away from the organization including temporary duty (TDY) and who is acting in their absence.
- (4) Visits from a Brigadier General (BG) or above and elected officials for official business involving installation operations to region headquarters (HQ)/installations.
- (5) Significant changes to normal activities and the installation that prompts interest from senior occupants.
- (6) Changes negatively affecting a mission commander's readiness or IMCOM mission accomplishment.
- (7) Nonroutine support to sister Services or other Government agencies.
- (8) Changes to projects that have command interest.
- (9) Anti-Deficiency Act violation or impending violation.
- (10) Loss or suspension of security clearance of any senior IMCOM leader.
- (11) Report of environment enforcement actions.

(12) Pending adverse or referred rating, disciplinary action, or driving under the influence (DUI) involving a senior IMCOM leader.

(13) Any Family housing fire.

(14) Any other incident the commander determines to be of concern to the IMCOM leadership based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

D-3. IMCOM SIR Reporting Requirements.

a. The following information will be included when reporting to IMCOM:

1. What:

2. Who:

3. Where:

4. When:

5. Who was notified:

6. Summary:

b. All written reports are forwarded to IMCOM OPS/Watch Officer. Notification is made through the FLW EOC.

**Appendix E**  
**1st ARMY REPORT CRITERIA**

E-1. Garrison Command will report to 1st Army through the FLW EOC any of the below occurrences:

- a. Individual Soldiers departing without required individual equipment (such as organizational clothing and individual equipment [OCIE] or joint Service lightweight integrated suit technology [JSLIST]).
- b. Unit has 5 percent (or higher) of personnel in a medical or other nondeployable status.
- c. Unit will not make required load date-personnel (RLD-P).
- d. Any delays in parts ordering capability or availability exceeding 48 hours.
- e. Mobilization station (MOBSTA) throughput constraints impact mission accomplishment (provide constraint and impact).
- f. Unit is 30 days from deploying and personnel cross-leveling requirements are not satisfied.
- g. Unit will miss a scheduled passenger (PAX) movement.
- h. Unit will miss a scheduled equipment movement.
- i. Unit will not be validated on scheduled date.
- j. Remissioning of reserve component units after mobilization.
- k. Failure of a unit to meet a specified latest arrival date (LAD).

E-2. The CCIR requirement also includes injury or death of a mobilized Soldier or incident involving a mobilized Soldier.

**Appendix F**  
**MANSCEN&FLW CCIR (CATEGORY 4)**

F-1. CCIR for MANSCEN&FLW are reportable events and incidents that will be approved by the Chief of Staff prior to submission to any MACOM.

F-2. The following reporting requirements will be submitted in a timely manner to FLW EOC:

(a) Any death or serious injury occurring on post and any death or serious injury involving a MANSCEN&FLW member (Soldier, civilian, and Family member) off post.

(b) Actions which affect MANSCEN's ability to provide trained and ready Soldiers, IET, leader development education, collective training, or functional training required by the operating force. Examples include the following:

(1) When drill sergeant to Soldier-in-training ratio exceeds 1:17 (BCT and OSUT).

(2) When drill or platoon sergeant Soldier-in-training ratio exceeds 1:40 (AIT).

(3) When units fall below Unit Manning Guidance.

(4) When brigades fall below 95 percent strength of authorized commanders, executive officers, Command Sergeants Major (CSMs) or First Sergeants (1SGs).

(c) Officer or senior noncommissioned officer (E-8, E-9) misconduct.

(d) Resource shortfalls that delay or negatively impact MANSCEN&FLW's ability to execute its mission to required standards.

(e) Decisions/actions that impact maneuver support concepts, organizations, or actions.

(f) Base realignment and closure (BRAC)/restationing plans and decisions that impact MANSCEN&FLW.

(g) Any incident involving a MANSCEN&FLW member (Soldier, civilian, Family member, foreign student, or foreign dignitary) that could create a negative perception and media attention toward MANSCEN&FLW, TRADOC, and the Army.

(h) Army Computer Emergency Response Team (ACERT)/Regional Computer Emergency Response Team (CERT) notifications.

(i) Any environmental event with potential to negatively affect MANSCEN&FLW.

(j) Issues or initiatives that could be negatively perceived by our community stakeholders.

(k) Visits or actions of national level elected officials and O8s and above, to include their CSMs, that impact MANSCEN&FLW.

(l) Congressional requests from any Missouri officials.

(m) Any scheduled or unscheduled local, regional, or national media interaction that involves coverage of any activity or event on FLW.

(n) Any Chemical Surety incidents, unexpected alarms, or any potential or suspected exposure of an individual to a chemical agent at the Chemical Defense Training Facility (CDTF). (Immediate-voice notifications are to be followed-up within 2 hours with an OPREP report.)



**Appendix G**  
**SERIOUS INCIDENT REPORT (SIR) CATEGORIES**

G-1. DES. All SIR's will be prepared and sent by DES.

G-2. CAT-1 DES Reportable Serious Incidents. A CAT-1 DES reportable serious incident requires an OPREP from the commander/director to the FLW EOC NLT 4 hours from event notification during duty hours and NLT 8 hours from event notification during nonduty hours.

- a. On- and off-post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.
- b. War crimes, including mistreatment of enemy prisoners of war, violations of the Geneva Conventions, and atrocities.
- c. Requests by members of the U.S. Army for political asylum in foreign countries or indications of defection.
- d. Terrorist activities, sabotage, and incidents initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation or involve military personnel or property off an installation.
- e. Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.
- f. Incidents involving material damage that seriously degrade unit operational or training readiness.
- g. Threats against Government weapons and ammunition.
- h. Information on threats, plans, or attempts to harm or kidnap or other information bearing on the personal security of the President of the United States, Vice President of the United States, or other persons being protected by the U.S. Secret Service.
- i. Any other incident the commander determines to be of immediate concern to Headquarters, Department of the Army (HQDA) based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

G-3. CAT-2 DES Reportable Serious Incidents. A CAT-2 DES reportable serious incident requires an OPREP from the commander/director to FLW EOC NLT 4 hours from event notification during duty hours and NLT 8 hours from event notification during nonduty hours. Actual or alleged incidents involving the following:

- a. Theft, suspected theft, wrongful appropriation, or willful destruction of Government property or appropriated funds valued at more than \$100,000.
- b. Theft, suspected theft, negligence, conflict of interest involving Government NAF or property valued at more than \$100,000.
- c. Racially or ethnically motivated criminal acts.
- d. Loss, theft, wrongful disposition, willful destruction, or mismanagement of the following:
  - (1) Evidence.
  - (2) Sensitive items, other than arms and ammunition, identified by controlled inventory item code (CIIC) 1-6, 8, 9, Q, R, or Y (see AR 710-2).
  - (3) Controlled cryptographic items.
  - (4) Drugs identified in the Comprehensive Drug Abuse Prevention and Control Act of 1970 as Schedules I, II, III, IV, and V Controlled Substances. Schedule II - V drugs are U.S. Government controlled medical substances and are identified as R and Q controlled medical items in the Federal Supply Catalog. Schedule I drugs, as identified in the Act, are only used by DOD for research and are not available through the supply system.
  - (5) Any biological or chemical select agent or toxin.
- e. Wrongful possession, manufacture, or distribution of controlled substances, to include narcotics, drugs, or marijuana in the quantities listed below:
  - (1) Cocaine, 100 grams or more.
  - (2) Marijuana, 1000 grams or more.
  - (3) Hashish, 1000 grams or more.
  - (4) Heroin, 100 grams or more.
  - (5) Methamphetamines or barbiturates, 100 grams or more.

- (6) LSD, 6 grams or more.
- (7) PCP, 100 grams or more.
- (8) For narcotics and dangerous drugs not listed, use quantities for like substances listed above.
- f. Significant violations of Army standards of conduct, to include bribery, conflict of interest, graft, or acceptance of gratuities by Soldiers or DA or NAF employees.
- g. Incidents involving prisoners or detainees of Army confinement or correctional facilities (to include escape from confinement or custody, disturbances which require the use of force, wounding or serious injury to a prisoner, and all prisoner deaths).
- h. Theft, loss, suspected theft, unaccounted or recovered AA&E in the following quantities:
  - (1) Any missile, rocket, or mine.
  - (2) Any machine gun or automatic fire weapon.
  - (3) Any fragmentation, concussion, or high-explosive grenade or other type of simulator or device containing explosive materials, including artillery or ground-burst simulators.
  - (4) Any explosives, to include demolition explosives (for example, detonation cords, blocks of explosives (such as C-4), and so forth).
  - (5) One or more semiautomatic or manually operated firearms.
  - (6) Five or more rounds of ammunition greater than .50 caliber.
  - (7) 1,000 or more rounds of .50 caliber or smaller ammunition.
- i. Actual or attempted break-ins of arms rooms or storage areas for AA&E.
- j. Armed robbery or attempted armed robbery of AA&E.
- k. Any evidence of trafficking of AA&E, such as bartering for narcotics or any other thing of value, to include taking AA&E across international borders regardless of the quantity of AA&E involved.
- l. Aggravated arson.
- m. Except for deaths occurring due to natural causes in medical treatment facilities, all deaths occurring on Army installations must be reported (such as homicides, suicides, and deaths resulting from traffic accidents, training accidents, or fires). Additionally, deaths of Family members that occur off the installation which are suspected to be criminal in nature will be reported. All deaths of Soldiers that occur off the installation will be reported. If the manner of death is unknown, the incident should be reported as "undetermined manner of death." The manner of death should be reported by an add-on SIR as soon as determined. Whether the next of kin has been notified should be included in the SIR. Seatbelt and alcohol use should also be included in the SIR.
- n. Kidnapping.
- o. Major fires or natural disasters involving death, serious injury, property damage in excess of \$250,000 or damage that seriously degrades unit operational or training capabilities.
- p. Group breaches of discipline involving 10 or more persons who collectively act to defy authority.
- q. Training and troop movement accidents resulting in serious injury or death.
- r. Maltreatment of Soldiers or DA civilians, to include assaults, abuse, or exploitation, where the offender has a trainer, supervisor, or cadre to Soldier-in-training relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are not reportable unless other considerations such as sexual harassment or adverse publicity are involved.
- s. Violations of Army policy as it pertains to monitoring and recording of conversations (AR 190-30 and AR 190-53) or acquisition and storage of nonaffiliated U.S. person information (AR 380-13).
- t. Child abuse—actual or alleged incidents—that takes place within an Army organizational setting or facility (such as, child development center, youth activities center, medical treatment facility, gymnasium, and so forth) or an Army-sponsored or -sanctioned activity (such as, quarters-based Family child care home, youth sports, or recreation activities, field trips, and so forth). This paragraph applies to incidents of child abuse occurring within the Family unit which involve the use of a weapon (such as a firearm, knife, or other devices, which may cause serious bodily injury), the victim suffers a broken limb, is sexually abused, is choked or strangled, or is admitted to the hospital because of injuries incurred during the incident.

u. Serious child injury or death, not resulting from child abuse, while the child is in the Army's care at a nonmedical facility (in other words, child development center, quarters-based Family child care home, youth activities center, and so forth) or within an Army-sponsored or -sanctioned activity. This paragraph does not apply to sports injuries related to, or potentially inherent in, a youth activity or event.

v. Serious domestic violence incidents will include whether the Soldier was deployed within the past year leading up to the incident.

w. Incidents involving firearms that cause injury or death.

x. Federal crimes reportable under AR 381-10 , when they meet reporting criteria.

y. Any other incident that the commander determines to be of concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

## Glossary

1SG First Sergeant	DOD Department of Defense
AA&E arms, ammunition, and explosives	DOL Directorate of Logistics
ACERT Army Computer Emergency Response Team	DPTMS Directorate of Plans, Training, Mobilization, and Security
ACOM Army command	DPW Directorate of Public Works
AIT advanced individual training	DRM Directorate of Resource Management
AR Army regulation	DTG date/time group
ARNG Army National Guard	DUI driving under the influence
BCT basic combat training	EOC Emergency Operations Center
BG Brigadier General	FORSCOM United States Army Forces Command
BRAC base realignment and closure	FLW Fort Leonard Wood
C4 command, control, communications, and computers	FOUO for official use only
CAC United States Army Combined Arms Command	FPCON force protection condition
CAT category	GO general officer
CCIR commander's critical information requirement	GS general schedule
CDTF Chemical Defense Training Facility	HQ headquarters
CERT Computer Emergency Response Team	HQDA Headquarters, Department of the Army
CG Commanding General	IAW in accordance with
CIIC controlled inventory item code	IET initial entry training
CPAC Civilian Personnel Advisory Center	IMCOM Installation Management Command
CSM Command Sergeant Major	IOC Installation Operations Center
DA Department of the Army	JSLIST joint Service lightweight integrated suit technology
DENTAC Dental Activity	LAD latest arrival date
DES Directorate of Emergency Services	MACOM major command

MANSCEN  
Maneuver Support Center

MANSCEN&FLW  
United States Army Maneuver Support Center and Fort Leonard Wood

MEDDAC  
Medical Department Activity

MOBSTA  
mobilization station

MP  
Military Police

MSG  
Master Sergeant

MSO  
Maneuver Support Center Safety Office

NAF  
nonappropriated funds

NCO  
noncommissioned officer

NLT  
no later than

OCIE  
organizational clothing and individual equipment/

OPREP  
operations report

OSUT  
one station unit training

Pam  
pamphlet

PAO  
Public Affairs Office

PAX  
passengers

PII  
personally identifiable information

PIK  
personnel identification key

POV  
privately owned vehicle

QOL  
quality of life

Reg  
regulation

RLD-P  
required load date-personnel

SAR  
suspicious activity report

SARC  
Sexual Assault Response Coordinator

SDO  
Staff Duty Office

SIPRNET  
Secret Internet Protocol Router Network

SIR  
serious incident report

SJA  
Staff Judge Advocate

STE  
secure telephone equipment

STUIII  
secure telephone unit 3

TRADOC  
United States Army Training and Doctrine Command

USAR  
United States Army Reserve